

Pers. 17

2 DEC 1968

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Death and Retirement

1. After studying this problem, I have concluded that there is no feasible way of notifying everyone who would want to know of the impending retirement or recent death of an employee. Published notices would add to the flow of paper and move slowly through our system.

2. However, in addition to calls we normally make in the case of death, I would suggest that we call Mr. Charles

in all cases which could be of interest to personnel in the DD/P, DD/I, and DD/S. They could then notify interested individuals, or they could announce the death at the next staff meeting.

3. A similar arrangement could be made to publicize the fact of an individual's intent to retire insofar as such publicity may be appropriate.

4. As a further measure, [] may wish to include a note about certain death and retirement cases in the Support Bulletin.

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Gordon M. Stewart
Director of Personnel

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